

# ABSTRACT

The present invention relates to a conference management assistance apparatus for assisting a presiding person of a conference and has an object to provide information which assists smooth progress of proceedings at a conference. The present invention includes an information accepting section which accepts necessary information needed for scheduling of a given conference, the necessary information containing a scheduled time of the entire conference as well as minimum guaranteed time which needs to be secured at the minimum and desired, normally requested time for each subject to be addressed; and a schedule planning section which plans a schedule for the conference based on the necessary information accepted by the information accepting section.